

## **CITY OF BURBANK**

### **ASSISTANT PLANNER**

#### **DEFINITION**

Under supervision, to perform entry-level professional work in city planning; and to perform related duties as required.

#### **ESSENTIAL FUNCTIONS**

Makes assigned investigations concerning land use, zone changes, setbacks and sub-divisions, and other special studies, including site planning sketches; works with developers on routine zoning matters; reviews landscape plans; compiles statistical data for inclusion in reports; prepares reports of field investigations; prepares legal descriptions for zone changes; delineates base maps; makes sketches, colors maps and prepares charts and graphs; gives information to the public on routine zoning matters; advises applicants regarding planning and zoning information and proceedings; prepares staff reports for the Planning Board and City Council; assists in maintaining and updating demographic information and elements of the General Plan; works with supervisors in more complex planning work; makes presentations before the Planning Board; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the techniques of preparing maps, graphs, and charts; statistical methods and the use of drafting instruments and materials.
- Ability to - prepare legible sketches and to write reports; analyze complex planning problems and recommend solutions; make oral presentations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from an accredited four-year college with specialization in planning, engineering, architecture, landscape architecture, public administration or a related field.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.